METHOD TO ORGANIZE AND TRACK INFORMATION ACCORDING TO CHRONOLOGICAL AND PRIORITY ORDER

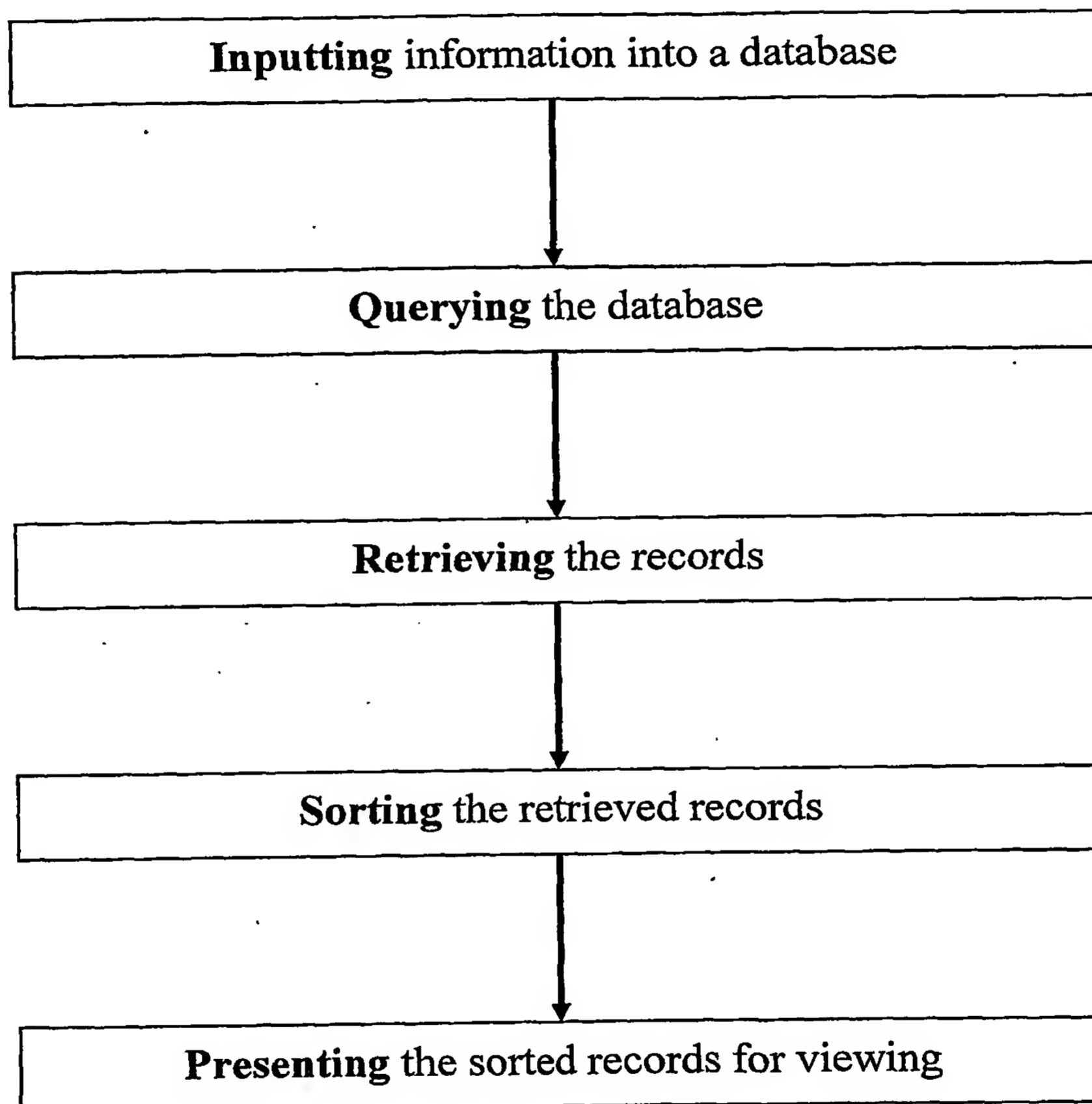**Inputting** information into a database

Querying the database

Retrieving the records

Sorting the retrieved records

Presenting the sorted records for viewing

Figure 1